



Frequently Asked Questions

Permits, Insurance Requirements, and Extra Fees for Alcohol Service

Which indoor facilities allow alcohol service?

Alcohol service is permitted inside **Richmond Highlands Recreation Center, City Hall 3rd Floor Conference Rooms or City Hall Council Chambers**. Alcohol cannot be consumed in Richmond Highlands Park or outside City Hall, except by permission of the Parks & Recreation Director or his/her designee. Service is allowed during your rented event hours and must end thirty (30) minutes prior to your contractual end time. For example, an event ending at 10:00pm will issue last call at 9:30pm. Alcohol service may be requested during the following times at indoor facilities:

Monday-Thursday 5:00pm-10:00pm

Friday 5:00pm-12:00am

Saturday 12:00pm-12:00am

Sunday 12:00pm-10:00pm

Which outdoor facilities allow alcohol service?

All alcohol must be consumed within the designated fenced areas at the **Richmond Beach Terrace** and the **Cromwell Amphitheater**. Service is allowed during your rented event hours only. Alcohol service must end thirty (30) minutes prior to your contractual end time. For example, an event ending at 9:00pm will do last call at 8:30pm. Rental hours for outdoor facilities are Monday-Sunday from 9:00am-Dusk.

What do I need to do to check availability for a City of Shoreline facility that allows alcohol service?

For rental requests with alcohol service at **Richmond Highlands, the Richmond Beach Terrace, or the Cromwell Amphitheater**, please call (206) 801-2600 to check availability. For rental requests with alcohol service at **City Hall 3rd Floor Conference Rooms or Council Chambers**, please call Courtney Brown at (206) 801-2635 to check availability.

What permits and fees are required to apply for Alcohol Service?

You must submit the following to request alcohol service for your rental:

- City of Shoreline Special Alcohol Permit application submitted at least two weeks in advance of event date
- Certificate of Liability Insurance naming the "City of Shoreline" as the Certificate Holder (see below)
- Washington State Banquet Permit Banquet - Permits can be purchased for \$10 online from the Washington State Liquor Control Board at <http://www.liq.wa.gov/licensing/banquet-permits>
- Signed rental contract
- Payment of all rental fees

How do I apply for Liability Insurance for a private rental?

1. Access website at www.ebi-ins.com/tulip
2. Enter Appropriate Venue ID Code
 - City Hall 0465-428
 - Richmond Highlands Recreation Center 0465-427
 - Richmond Beach Terrace 0465-431
 - Cromwell Park 0465-313
3. Answer questions about your event.
4. When completed with questions click on "Quick Quote." This will display your cost of insurance.
5. To purchase insurance, fill in personal information.
6. Insert credit card information. VISA or MasterCard only.
7. When payment has been processed an insurance certificate will be emailed to the contract's email address and to a city contact member.
8. Print a copy for your records.



What will rental with alcohol service cost?

Richmond Beach Terrace and Cromwell Amphitheater Rentals – Rental groups with alcohol service are required to pay the hourly Outdoor Rental w/Alcohol fee*, purchase insurance, and obtain a Banquet Permit. The Outdoor Rental w/Alcohol fee is \$95/hour or \$85/hour with a resident discount and requires 4-hour minimum reservation. The estimated cost for a Shoreline resident to reserve a standard 4 hour rental with alcohol service at an outdoor venue would be:

4 Hour Alcohol Fee	\$340.00
Insurance	\$76.00
Banquet Permit	\$10.00
Total	\$426.00

City Hall and Richmond Highlands Rentals – Rental groups with alcohol service are required to pay the standard hourly facility fee*, purchase insurance, and obtain a Banquet Permit. The estimated cost to purchase insurance and obtain a Banquet Permit is \$86. The estimated cost for a Shoreline resident to reserve a standard 4 hour rental with alcohol service at City Hall Council Chambers would be:

4 Hour Facility Fee	\$400
Insurance	\$76
Banquet Permit	\$10
Total	\$486

**** Large rental groups may be required to pay an additional \$18.50/hour Supervision Fee.***

Who provides the fencing required for outdoor rentals and takes care of set-up and take-down?

The Shoreline Parks & Recreation Department will provide one fence set-up/take-down per day as necessary.

How many people can I have at a rental with alcohol service at the Richmond Beach Terrace and the Cromwell Amphitheater?

- Richmond Beach Terrace Max. 75
- Cromwell Amphitheater Max. 200

Does completing the Special Alcohol Permit guarantee that I will be able to have alcohol during my event?

No, each Special Alcohol Permit will be reviewed individually and may be approved as is, may require additional conditions or even be denied.

Who do I contact if I have questions?

The Shoreline Parks Department can be reached by email at pks@shorelinewa.gov or by phone at (206) 801-2600.